

## **Village of Wrightstown Planning Commission Minutes**

A Regular Meeting of the Planning Commission was held at the Village Hall, 352 High St. on Monday, **October 11, 2021** and was called to order at 6:00 pm by Chairman Terry Schaeuble.

Roll Call: Present: Bob Fandrey, Gary Kaster, Pat Kiel, Ryan Macario, Terry Schaeuble, Dan Segerstrom, Keith Wendlandt

Absent: None

Also Present: Village Administrator Travis Coenen, Planner Ben LaCount-Evergreen Consultants, Nathan Helbing-Wrightstown Fire, Ben Vosters-Wrightstown Fire, Ed Byrne-Brillion News, Joel Ehrfurth-Mach IV Engineering, Ryan Lorrigan-Bill Lorrigan Construction

### **MINUTES –**

Motion by B Fandrey, with a second by P Kiel to approve the Planning Commission meeting minutes from September 16, 2021. **Motion carried.**

### **REZONE REVIEW, WALTER CROLL, 437 TURNER STREET, PARCEL VW-121, VILLAGE OF WRIGHTSTOWN —**

B LaCount presented his review for this rezone of newly created Parcel VW-121 from R-1 Residential to B-1 General Business. This change in zoning is a good fit for this parcel. The existing church has limited uses once it is no longer utilized as a church. Using the existing structure to provide music lessons, performances, and recordings is an appropriate use. Also holding events such as weddings, graduations and church services are appropriate uses for the structure since it has been used in a similar fashion for over 100 years. B Fandrey requested that a PDD be added to the B-1 General Business for this parcel. Motion made by B Fandrey, with a second by G Kaster to approve this Rezone Request for Walter Croll, 437 Turner St, Parcel VW-121 contingent on adding a PDD and per staff recommendations. **Motion carried.**

### **SIGN REVIEW, ALLIANCE FILMS FACILITY, 490 QUALITY COURT, PARCEL VW-632, VILLAGE OF WRIGHTSTOWN—**

B LaCount presented his review for an illuminated awning sign above the door on the building and a ground sign. The first sign is a combination of a wall sign and a sign supported by a structure. It is an internally illuminated awning. The frame is 1-inch aluminum tubing covered with digitally printed translucent vinyl. This sign is 18.7 square feet, and is located on the face of an awning above the entrance to the building. The second sign is a ground sign, 7 feet tall, and meets yard requirements for the district with the cabinet being 24 square feet per side with two sides. The total of both sides is 48 square feet, and the maximum combined sign area is 200 square feet. Motion made by P Kiel, with a second by R Macario to approve this sign review for Alliance Films, 490 Quality Court, Parcel VW-632 per staff recommendations:

- Provide lighting diagram with the intensity of light illuminated from both signs. Illuminated and flashing signs shall be permitted in business districts as long as the illumination of all signs is diffused or indirect and shall be arranged so as not to reflect direct rays of light into adjacent residential districts or into the public way.
- Property Address needs to be added to the ground sign per B Vosters. **Motion carried.**

**FINAL PLAT REVIEW, MATRIARCH VENTURES LLC, PARCELS 300002400 AND 300002401, VILLAGE OF WRIGHTSTOWN—**

B LaCount presented his review for this final plat for Royal St Patrick’s Third Addition, which is zoned R-1 Single Family Residential w/PDD. A Developers Agreement has been signed, and additions needed to the Final Plat include: (1) The RSP Restrictive Covenants; (2) All roads within the plat are dedicated to the public; (3) Information on the lots near U.S.H. “41” that may experience a noise level; (4) Erosion Control requirements; and (5) Grading requirements. The Treasurer’s Certificate should include the Outagamie County Treasurer and Village of Wrightstown Treasurer. B LaCount indicated these changes have been made and re-submitted to the State for this Final Plat. Motion made by G Kaster, with a second by D Segerstrom to approve this Final Plat Review for Matriarch Ventures LLC, Parcels 300002400 and 300002401 per staff recommendations:

- Staff recommends approval of this Final Plat contingent on the above comments being addressed prior to the Village of Wrightstown signing the Final Plat.
- Meet all Village of Wrightstown Codes and Ordinances. **Motion carried.**

**SITE PLAN REVIEW, COUNTRY VISIONS, 359 CTY RD U, PARCEL 300010503, VILLAGE OF WRIGHTSTOWN—**

B LaCount presented his additional review for this fueling station with bulk storage and dispensing. Missing items were presented. No landscape plan is needed for this project. All DNR approvals have been received. An updated plan will be submitted to combine original and secondary plans together. D Segerstrom requested an SPCC (Spill, Prevention, Control and County Measure) Plan be submitted for the Fire Department and Village Hall to have on file. Motion made by B Fandrey, with a second by P Kiel to approve this site plan review for Country Visions at 359 Cty Rd U, Parcel 300010503 per staff recommendations:

- Complete and/or address missing items listed. If the applicant believes an item is not applicable please state this in the notes section of the checklist and explain why it is not applicable. If an item is on a different sheet than specified on the checklist, please state what page the item is annotated.
- If there is a deadman valve, as shown on the previous plans, that releases stormwater to the stormwater pond, detail the procedure of the release.
- If there is a deadman valve, as shown on previous plans, detail the documentation of the deadman valve release.
- List what rain event the containment area is sized for.
- Sign an agreement with the Village of Wrightstown stating Country Visions Co-Op will be responsible for the cleanup of the stormwater pond and the associated conveyance system if fuel or contaminants is released into the pond from this facility.
- Provide security measures for the load and unload stations
- Provide a description on how the leak alarms work
- Approval from Village of Wrightstown Building Inspector
- Approval from Village of Wrightstown Fire Department
- Meet all Village of Wrightstown Codes and Ordinances
- Provide documentation of all necessary state approvals and any comments provided. **Motion carried.**

**SITE PLAN REVIEW, CP FEEDS, 361 CTY RD U, PARCEL 300010502, VILLAGE OF WRIGHTSTOWN—**

B LaCount presented his review for this 20,250 square foot bulk storage building. Missing items

were presented. No landscape plan is needed. Motion made by K Wendlandt, with a second by P Kiel to approve this site plan review for CP Feeds at 361 Cty Rd U, Parcel 300010502 including proposed height of 61' 11" and per staff recommendations:

- Complete and/or address missing items from the review. If the applicant believes an item is not applicable, please state this in the notes section of the checklist. If an item is on a different sheet than specified on the checklist, please state what page the item is annotated.
- Maximum height allowed in the I-1 Industrial District is 60 feet. The building elevation at the ridge cap is 61' 11". Building elevation needs to be adjusted and constructed under 60' tall. *Planning Commission has approved the height to be 61' 11"*.
- Approval from Village of Wrightstown Building Inspector
- Approval from Village of Wrightstown Fire Department
- Meet all Village of Wrightstown Codes and Ordinances. **Motion carried.**

**ANNEXATION REVIEW, MIDWEST EXPANSION LLP, PARCELS W-178, W-178-1, W-179, W-180-1, W-180-2, W-180-3, W-180-4, TOWN OF WRIGHTSTOWN, AND PARCEL 130029001, TOWN OF KAUKAUNA—**

B LaCount presented his review for this proposed annexation. Existing Zoning for the Town of Wrightstown parcel W-178-1 is B-1 Community Business, parcels W-178 & W-179 are R-1 Residential and parcels W-180-4, W-180-3, W-180-2, and W-180-1 are AR Agricultural Residential and AG General Agriculture. Existing zoning for the Town of Kaukauna parcel is Exclusive Agriculture. These parcels are located on the north side of the Village limits on CTH U. The Village of Wrightstown ordinance, upon annexing property, has a zoning of Rural Residential zoning that is automatically applied to the annexed parcels per 206-62. Sanitary Sewer, Water Service, Storm Sewer, Fire/Rescue, Police and Village Comp Plan were all discussed. Motion made by R Macario, with a second by K Wendlandt to approve this annexation review for Midwest Expansion LLP, Parcels W-178, W-178-1, W-179, W-180-1, W-180-2, W-180-3, W-180-4, Town of Wrightstown, and Parcel 130029001, Town of Kaukauna, per staff recommendations:

- Staff recommends approval only if the Department of Administration finds that the annexation is in the public's best interest;
  - A petition is signed by a majority of the electors within the territory AND either the owners of one-half the real property in assessed value or in land area;
  - Conformance of the petitioned area to the Village's Comprehensive Plan;
  - Provision of the service is provided to the annexed area without adversely affecting the existing levels of service;
  - Recommend that the Village continue with discussion/establishment of a boundary agreement with the Town of Wrightstown and the Town of Kaukauna;
  - Recommend that the Plan Commission recommendation be forwarded to the Village of Wrightstown Village Board, for the required final action of the annexation procedure.
- Motion carried.**

**ADJOURN –**

Motion by P Kiel, with a second by R Macario to adjourn the meeting. **Motion carried.**  
(Adjourned at 6:46 pm)

Patti Leitermann  
Deputy Clerk/Treasurer